

## **MODESTO CITY SCHOOLS**

### **Job Description**

JC# 0805

## **HIGH SCHOOL COUNSELOR**

### **OVERALL RESPONSIBILITY**

Under the supervision of the designated assistant principal with pupil personnel responsibility, the counselor will assist students to: understand and make maximum use of their abilities, meet the demands of school expectations, develop positive interpersonal relationships, and set goals and meet achievement levels appropriate to those goals; serve as a student advocate; serve as a liaison between teachers, parents, and students; assist students with career development and provide information regarding post-secondary options; and assist in the establishment and maintenance of good community-school public relations.

### **SPECIFIC RESPONSIBILITIES**

1. Monitor the academic progress of students and make appropriate interventions to improve student achievement and attendance.
2. Analyze and interpret a variety of data in order to assist in the development of an appropriate educational program and placement for students.
3. Assist students in planning realistic educational goals and understanding their aptitude and ability.
4. Counsel students to help them overcome potentially disabling educational, personal, behavioral and social problems.
5. Evaluate and interpret results of California High School Exit Exam, academic achievement tests, interest surveys, and vocational aptitude tests.
6. Participate in orientation programs for incoming 9<sup>th</sup> grade students and transfer students; monitor graduation requirements for all students.
7. Assist in identifying special needs students (GATE, English Learners, Special Education, etc.) and in making referrals to special programs as necessary.
8. Provide information regarding graduation requirements, academic distinction, college entrance requirements, financial aid, occupational skills requirements, and help students develop an appropriate program of studies.
9. Review and maintain pertinent pupil data (cumulative records, progress reports, report cards, California High School Exit Exam, and achievement tests).
10. Distribute relevant guidance information to students and staff.
11. Consult with representatives of public and private agencies in providing information regarding students and pre-screen pupils for possible referral to other supportive services or agencies within the community.
12. Consult with parents regarding educational, social and vocational needs of their students.
13. Facilitate student/teacher/counselor/parent conferences regarding student's educational progress and future educational and vocational goals.
14. Provide direct instruction to students regarding successful completion of high school graduation requirements and other appropriate information to support each student's academic achievement.
15. Interpret the school program to parents to help them better understand their student's abilities and needs relating to career choice, requirements for advanced education, and potential career opportunities.

## **HIGH SCHOOL COUNSELOR (continued)**

### SPECIFIC RESPONSIBILITIES (continued)

16. Consult and confer with parents, staff members, and students to facilitate student articulation between schools and grade levels.
17. Participate in the District's school crisis intervention plan.
18. Counsel students regarding alternative education programs and provide necessary student information.
19. Assist students in the understanding and acceptance of cultural diversity.

### SALARY

Basic teacher's salary plus seven percent (7%) of Range 1, Step 1 of current salary schedule. If assignment is less than half-time, stipend will be reduced by fifty percent (50%).

### QUALIFICATIONS

#### Knowledge and Ability

##### Minimum Requirements:

- Knowledge of intellectual, emotional, social, and physical development of adolescents.
- Knowledge of and ability to apply interpersonal communication techniques.
- Ability to understand and accept individual differences in children and parents.
- Ability to effectively communicate and maintain cooperative relationships with those contacted in the course of work.

#### Experience

##### Minimum Requirement:

- Experience working with junior high school or high school age students.

#### Education/Credential

##### Minimum Requirement:

- Pupil Personnel Services Credential

##### Desirable Qualification:

- M.A. Degree
- Valid Teaching Credential

#### Physical Characteristics

##### With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient hearing to hear and understand speech at normal classroom levels, outdoors, and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood at normal classroom levels, outdoors, and on the telephone.
- Sufficient dexterity to use hands and fingers to operate a telephone, to enter data into a computer, and to perform classroom tasks using both hands.
- Sufficient physical ability, strength, balance, mobility, and stamina to sit or stand for extended periods of time.
- Sufficient lower body strength, stamina, and mobility to kneel, walk, stoop, bend, and extend legs for prolonged periods of time.

**HIGH SCHOOL COUNSELOR (continued)**

**REPORTS TO**

Assistant Principal, 9-12

Board Approved: 12/10/12

Cabinet Approved: 10/15/13

Unit Approved: 10/31/13

Board Approved: 11/12/13